

Attachment A

A. Measurable Benefits Scale – These are only guidelines

<i>SAVINGS TO GOVERNMENT</i>	<i>AWARD AMOUNT</i>
Up to \$10,000	10 percent of the benefits
\$10,001 - \$100,000	\$1,000 for the first \$10,000 in benefits, plus 3 percent of benefits over \$10,000
\$100,001 or more	\$3,700 for the first \$100,000 in benefits, plus .005 of benefits over \$100,000. Award amount should not exceed recipient's annual salary.

B. Non-measurable Benefits Scale

<i>CONTRIBUTION LEVEL</i>	<i>DEFINITION</i>	<i>AWARD</i>
Moderate	Moderate change or modification of operating procedures meeting minimum standard for cash award, simple modification of methods, or limited service to the public that affect the functions, mission, or employees of a specific work unit (e.g., easing a backlog or completing a project of short duration).	\$250 or less, or 1 to 24 hours of time off
Substantial	Substantial change or modification of an operating procedure. An important improvement to value of a product, activity, program, or service to the public, which affect an entire State, or several divisions, offices, or counties.	\$250 - \$500, or 25 to 40 hours of time off.
High	Major improvement, usually affecting major problems; major changes in methods, or procedures, which affect numerous State, regions, or divisions.	\$500 - \$750
Exceptional	Initiation of a new principle or major program. Superior improvement to the quality of a critical activity, program, or service to the public, which affect more than one agency, is Department-wide, or is in the public interest throughout the United States.	\$750 - \$1,000